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Report for Week Ending 30 June 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 306,900 copies or sets of blank forms.
- (2) Fourteen new and eight revised forms were approved.
- (3) Thirty-three forms were obsoleted.

b. Intangible

- (1) Working [] developed "Microfilm Master Index", Form No. 1663, which will be used [] This form will serve as an index to microfilm being coded for use with a "Lodestar" Reader. If successful, this form may later be used on project "WALNUT". []
- (2) Form 261, "Staffing Complement Change Authorization". This form proposed as an 11 part set was reduced to an 8 part thus saving 45,000 cut sheets and 30,000 sheets of carbon annually. []

2. Assignments

a. Active

- (1) Nineteen new and 10 revised forms.
- (2) Teletype Dissemination Information Reports and Systems. []
- (3) Revision of Dispatch Forms. []
- (4) Improved Management of Stocked Forms.. []
- (5) Uniform Information Report. []
- (6) New Building Project. []
Our badge system, which is based on use of colors to denote different trades, has run into a real snag. The colors bleach after exposure to sun for a period of time and render the system ineffective. We are searching for a solution to the problem.
- (7) Agency Multi-Purpose Envelope. []
OS has concurred in use of the Envelope in the Continental U. S.

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(8) Expediting Printing of Information Reports. [redacted]

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Form 898a has been revised again to include OO and DD/P receipt requirements for Information Reports.

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(9) Improvement in Quality of Information Reports Production. [redacted]

25X1

[redacted] PSD/OL and I met with a Reports Officer from the field to discuss problems concerning offset masters used at his overseas station. A great number of faulty masters have been received from his station and we had some preconceived ideas that the fault was with the indigenous personnel who type the masters. We discussed storage, handling, typing and general care of masters and agreed that the trouble must be in the carbon used in the master and not the typists. When he returns to the field he is going to send us about 50 masters which we will test.

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel-type Data. [redacted]

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3. News

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a. [redacted] attended a 6 hour briefing on the application of EDP Machines given by IBM. A tour of the Vanguard Computer Center is planned for the near future.

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